

Job Transition Fair Open Response 2005

<p>Restaurant Seeking a cook and dishwasher – no experience required. Full time, flexible hours, nights. TB skin test required. Apply in person: The Restaurant 555 Serve Drive 270-555-1234</p>	<p>Nursing Elder Care is currently hiring energetic, dependable Nursing Assistants. Various shifts are available; CNA certification required. If necessary, will provide CNA training and licensing fees. Please apply in person: Elder Care 555 E.C. Street 270-555-4321</p>	<p>Clerical/Receptionist The Community Service Office is seeking someone to fill a part- time position to work in the reception area of the office building. Applications/resumes are accepted: CL/RECPT Community Services 555 N. 11th Street or www.CL.com</p>	<p>Kids Zone is expanding and needs loving individuals to aid in the care of children. Criminal record check, medical examination and TB skin test required. Hours 10 – 6, benefits & holidays. Applications at 23 Kid Drive No Phone Calls!!!</p>	<p>Construction B.G. Construction is seeking an entry level full-time position - someone who has experience working with basic tools (hammer, saw, etc.) and who is willing to learn to operate various equipment (ex. power saw); medical examination required. Benefits are provided. Apply in person: B.G. Construction 505 Builders Lane 27-555-6543</p>	<p>Education The Board of Education is seeking Para-Educators to work within an elementary school. Responsibilities will include assisting the teacher in providing instruction to students and supervising students. Work schedule will follow the school calendar. Medical examination, criminal record check and TB skin test required. Application and Resume maybe sent to: Board of Education 123 Schoolhouse Road 270-555-1234</p>
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Seeking Employment

You want to begin working, to gain experience for your future.

- a. Review the above job postings from the Classified Ads.
- b. Choose one job that you will be willing to pursue, and explain how it matches your personal strengths and goals.
- c. Describe three strategies that you could use to convince the employer you are the person to hire.

Open Response Work Sheet

Name_____

2005 J&TF
School _____

Teacher_____

List accommodations used:

__NA

___ Reader

— Scribe

___ Extended Time

___ Other – specify:

___ Paraphrasing

— Prompting/cueing

—Use of technology

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Academic Expectation

2.38 Student demonstrate skills such as interviewing, writing, resumes, and completing applications that are needed to be accepted into college or post-secondary training or to get a job.

KCCT:

PL 4.1.1 – 4.1.4 - Jobs/careers reflect individual and societal needs

PL 4.2.1 - 4.2.4 - Factors for selecting/preparing for careers

PL 4.3.1 – 4.3.2 – Positive and negative work habits

PL 4.4.1 – 4.4.3 – Skills for future school/workplace

The Core Content assessed by this item includes:

- ♦ Writing a cover-letter
- ♦ Completing an application
- ♦ Securing references
- ♦ Preparing a resume
- ♦ Interview techniques
- ♦ Writing a follow-up letter
- ♦ Positive work habits and good work ethic
- ♦ Matching what likes and does well along with projected career goals

Instructional Strategies

- ♦ Discuss relationship between personal strengths (ex. interests, aptitudes, abilities, work habits, etc.) and the selection of appropriate jobs and careers
- ♦ Describe the pros of matching personal strengths and interest to job/career choices
- ♦ Discuss work habits that are important to employers
- ♦ Teach basic strategies that a person can use to help convince a potential employer to hire him or her, for ex. preparing/sending resume, offering references/letters of recommendation
- ♦ Provide specific physical evidence of the quality of one's work habits (ex. work samples, photos or video tapes of products/services)
- ♦ Invite speakers from various career fields and experience levels. Ask them to stress how their personal strengths match their line of work.
- ♦ Have students to collect evidence of skills and abilities that could be integrated into a portfolio to show potential employers.
- ♦ Role play interviews
- ♦ Have student to complete an application, resume, and cover-letter